

## Syllabus

# Accounting Semester A

## Course Overview

This one-semester course is intended to help you familiarize yourself with the basics of accounting. This course has 15 lessons organized into four units. Each unit has a Unit Activity and each lesson contains one or more Lesson Activities.

Additionally, there is one Course Activity that you need to work on throughout the duration of the course. This activity is a long-term project spread over the length of the course. The due date for this activity is to be determined by the course instructor.

This course covers the fundamentals of bookkeeping and financial statements. It also covers career opportunities and the key government regulations in the accounting field.

You will submit the Unit Activity documents and Course Activities to your teacher, and you will grade your work in the Lesson Activities by comparing them with given sample responses. The Unit Activities, Course Activity (submitted to the teacher), and the Lesson Activities (self-checked) are the major components of this course. There are other assessment components, namely the mastery test questions that feature along with the lesson; the pre- and post-test questions that come at the beginning and end of the unit, respectively; and an end-of-semester test. All of these tests are a combination of simple multiple-choice questions and technology-enhanced (TE) questions.

## Course Goals

This course will help you meet the following goals:

- Apply fundamental accounting and bookkeeping concepts to evaluate businesses.
- Explain the fundamental accounting cycle.
- Apply accounting principles to prepare books of accounts.
- Prepare financial statements for businesses.
- Explore various career options in accounting.
- Explain the key government regulations and important internal controls in accounting.

## Prerequisite Skills

Accounting Semester A has the following prerequisites:

- basic math knowledge
- ability to visualize and apply creativity and innovation
- familiarity with the writing process and following guidelines
- basic computer skills
- ability to structure and process information

## General Skills

To participate in this course, you should be able to do the following:

- Perform basic operations on a computer.
- Perform online research using various search engines and library databases.
- Communicate through email and participate in discussion boards.

*For a complete list of general skills that are required for participation in online courses, refer to the Prerequisites section of the Plato Student Orientation document, found at the beginning of this course.*

## Credit Value

Accounting Semester A is a 0.5-credit course.

## Course Materials

- notebook
- computer with Internet connection and speakers or headphones
- Microsoft Word or equivalent
- Microsoft Excel or equivalent
- Microsoft PowerPoint or equivalent

## Course Pacing Guide

This course description and pacing guide is intended to help you stay on schedule with your work. Note that your course instructor may modify the schedule to meet the specific needs of

your class. Also, the course instructor will determine the due date for the Course Activity, which is a long-term project over the length of the course.

## Unit 1: Introduction to Accounting

### Summary

In this unit, you will familiarize yourself with the fundamental accounting principles. You will also examine how the fundamental accounting equation applies to different types of firms. Finally, you will explore the difference in accounting procedures for trading and service businesses.

Day	Activity/Objective	Type
1 day: 1	<b>Syllabus and Plato Student Orientation</b> <i>Review the Plato Student Orientation and Course Syllabus at the beginning of this course.</i>	Course Orientation
4 days: 2–5	<b>What Is Accounting?</b> <i>Define the scope and nature of accounting as a science.</i>	Lesson
4 days: 6–9	<b>Accounting Principles</b> <i>Apply fundamental accounting principles.</i>	Lesson
4 days: 10–13	<b>The Fundamental Accounting Equation</b> <i>Apply the fundamental accounting equation to various types of firms.</i>	Lesson
4 days: 14–17	<b>Trading Versus Service Businesses</b> <i>Explain the difference in accounting procedures for trading and service businesses.</i>	Lesson
1 day: 18	<b>Space Jumble</b>	Game
4 days: 19–22	<b>Unit Activity/Threaded Discussion—Unit 1</b>	Activity/Discussion
1 day: 23	<b>Post-test—Unit 1</b>	Assessment

## Unit 2: Fundamentals of Bookkeeping

### Summary

In this unit, you will explore the fundamental accounting cycle in a business. You will further apply accounting principles to record common accounting transactions in journal

entries. Finally, you will prepare ledger accounts and a trial balance based on the journal entries.

Day	Activity/Objective	Type
4 days: 24–27	<b>Account Types</b> <i>Classify accounting heads as assets, liabilities, incomes, and expenses.</i>	Lesson
4 days: 28–31	<b>The Accounting Cycle</b> <i>Explain the fundamental accounting cycle.</i>	Lesson
4 days: 32–35	<b>The Journal</b> <i>Apply accounting principles to record common accounting transactions.</i>	Lesson
4 days: 36–39	<b>The Ledger and the Trial Balance</b> <i>Prepare a ledger and a trial balance based on a given journal.</i>	Lesson
1 day: 40	<b>Para Jumble</b>	Game
4 days: 41–44	<b>Unit Activity/Threaded Discussion—Unit 2</b>	Activity/Discussion
1 day: 45	<b>Post-test—Unit 2</b>	Assessment

## Unit 3: Financial Statements

### Summary

In this unit, you will familiarize yourselves with the constituents of the main financial statements. Further, you will prepare these financial statements for businesses. Finally, you will examine how the key financial statements of a business are connected and how they are useful to various parties involved in a business.

Day	Activity/Objective	Type
5 days: 46–50	<b>The Income Statement</b> <i>Create an income statement based on a given trial balance and other relevant entries.</i>	Lesson
5 days: 51–55	<b>The Balance Sheet</b> <i>Create a balance sheet from a firm's financial data.</i>	Lesson
5 days: 56–60	<b>Cash and Bank Statements</b> <i>Prepare cash and bank statements for a business.</i>	Lesson
4 days: 61–64	<b>The Purpose of Financial Statements and How They Are Connected</b> <i>Explain how the key financial statements of a business are connected and how they are useful to various parties involved in the business.</i>	Lesson
1 day: 65	<b>Space Jumble</b>	Game
4 days: 66–69	<b>Unit Activity/Threaded Discussion—Unit 3</b>	Activity/Discussion
1 day: 70	<b>Post-test—Unit 3</b>	Assessment

## Unit 4: Careers, Regulations, and Ethics in Accounting

### Summary

In this unit, you will identify the career options in the field of accounting. You will further familiarize yourself with the various regulations and internal controls in accounting. Finally, you will learn about the ethical practices that you need to follow as a professional in this field.

Day	Activity/Objective	Type
4 days: 71–74	<b>Careers in Accounting</b> <i>Explore careers in accounting and identify education and training requirements for different careers.</i>	Lesson
Extended Project	<b>Accounting as a Career Choice</b>	Course Activity
4 days: 75–78	<b>Accounting Regulations</b> <i>Identify and explain various accounting regulations and their purposes.</i>	Lesson
4 days: 79–82	<b>Internal Controls and Ethics</b> <i>Discuss the importance of internal controls and ethics in accounting.</i>	Lesson
1 day: 83	<b>Thwack-A-Mole</b>	Game
4 days: 84–87	<b>Unit Activity/Threaded Discussion—Unit 4</b>	Activity/Discussion
1 day: 88	<b>Post-test—Unit 4</b>	Assessment
1 day: 89	<b>Semester Review</b>	
1 day: 90	<b>End-of-Semester Test</b>	Assessment